



Community Development Department • Building Division
500 Castro Street • Post Office Box 7540 • Mountain View, CA 94039 • 650-903-6313 • FAX 650-903-6474

Request for Microfiche/Permit Research

Permits and plans are retained on microfiche and/or in the permanent City address files. All microfiche are public record and are available for viewing, however, plans are copyrighted and cannot be duplicated without proper authorization. Should you want copies of PERMITS on file there are two ways to get them.

- Option 1: You may visit the Community Development Department in City Hall and make copies for a photocopying charge of 25 cents per page for more than 20 copies; there is no charge for less than 20 copies.
- Option 2: Use this form to authorize City staff to perform the permit research for you. For this service you will be charged a research fee of \$85.00 per hour, with a one hour minimum, plus the photocopying charge.

To begin this process please print, complete, and fax this form to the Building Division at 650-903-6474. Typical requests are filled within 5 to 15 working days, the Building Division will contact when it is complete.

Date: _____
Address(es) to be researched: (please include unit or building number, if any)

REQUESTOR INFORMATION		
Name _____		
Company _____		
Address _____		
City _____	State _____	Zip _____
Daytime Phone # _____		

I authorized the City of Mountain View to perform a permit search for the above address(es). I understand I will be charged a research fee of \$85.00 per hour, with a one hour minimum, plus photocopying charges of 25 cents per 8 1/2" x 11" page.

Payment is to be remitted prior to the release of copies.

Signature of Requestor

Printed Name of Requestor